

## ***SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.***

### **ASSOCIATION CREDIT CARD POLICY**

The Suffolk Community College Association, Inc. (“Association”) permits the use of credit cards by certain employees of the Association and of Suffolk County Community College (“employees”) in order to facilitate purchases underwritten by Student Activity Fees. This policy is designed to identify the employees who are authorized to use such credit cards, describe the type of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of credit cards.

1. **Use of Credit Cards by Employees** – The use of credit cards shall be restricted to the following:
  - The Vice President of Student Affairs
  - The Campus Associate Deans of Student Services
  - The Association Director of Business Affairs
  - The Directors of Campus Activities and Student Leadership Development, Theatre, Athletics, and Child Care.
  - The Intercollegiate and Intramurals Coordinator(s)
  - Director of Peconic Café Dining Services
  - College-wide Coordinator of Multicultural Affairs
  - The Study Abroad Program Faculty Coordinators\*

Such credit cards shall be issued to authorized employees in their own names on behalf of the Association, and shall be held in their personal custody until such time as the individual is no longer recognized as an authorized representative within the Association through which the credit card was originally issued.

**\*The Study Abroad Program Faculty Coordinators’ credit cards must be returned to the Director of Business Affairs at the conclusion of their study-abroad programs.**

2. **Employee Agreement** – Prior to the Association issuing a credit card to an employee, such employee must sign an agreement, acknowledging that he/she has read and understands the policies and procedures governing the use of the Association credit card.
3. **Credit Line** - The credit line for each such credit card shall not exceed \$5,000, unless authorized, in writing, by the Campus Associate Dean of Student Services and the Vice President for Student Affairs.

4. **Monitoring Credit Card Usage** – The Association Director of Business Affairs shall be responsible to monitor the use of credit cards, and to seek full compliance with this policy.
5. **Card Payments** – Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.
6. **Violations of Credit Card Policy**
  - Employees authorized to use a credit card shall be deemed to consent to accept financial responsibility for any inappropriate use of the credit card by that individual.
  - Any improper or unauthorized use of credit cards by any employee may subject such employee to appropriate disciplinary measures, including, but not limited to, termination of employment and/or restitution to the Association.

## **PROCEDURES FOR USE OF THE ASSOCIATION CREDIT CARD**

The use of the Association credit card or charge account is subject to the following restrictions:

- No personal or private expense shall be charged to the Association credit card.
- No Association operating expense (e.g. monthly telephone bills, Internet services, etc.) shall be charged to the credit card.
- No cash advances will be permitted on the Association credit card.
- Capital purchases over \$5,000 may not be charged to a credit card, unless otherwise approved by the Vice President for Student Affairs.
- Any anticipated single charge in excess of \$2,500 must be pre-approved, by email, by the Campus Associate Dean of Student Services and the Vice President for Student Affairs.
- Credit cards may only be used under circumstances where the Association procurement procedures cannot practically or reasonably be followed, such as when a service provider indicates that it will only accept payment for services by credit card, with the exception of travel.
- Credit card charges are reconciled on a monthly basis and payment is due to the bank by the end of each month.
- Cardholders will receive an analysis of their statement charges via email on or around the 10<sup>th</sup> to the 12<sup>th</sup> of each month.
- A completed Check Request Form, containing all proper authorized signatures, together with original receipts and any other documentation showing all charges incurred for the period on the statement, must be submitted to the Association Business Office no later than 20<sup>th</sup> of the month. If the date such documentation is due in the Business Office has to be modified by reason of holidays or other factors, all cardholders will be notified of the new due date by email.
- The Association Business Office will review all documentation received to make sure the information is correct and in proper order before processing payment.
- Credit line approvals may be granted by email.